DEPARTMENT OF THE NAVY
PROGRAM EXECUTIVE OFFICE
INFORMATION TECHNOLOGY
2451 CRYSTAL DRIVE
ARLINGTON VA 22202-4804

IN REPLY REFER TO

5271
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10 Dec 04

From: Program Executive Officer for Information Technology
To: Distribution

Subj: NAVY SERVER/APPLICATION HOSTING REVIEW AND APPROVAL
        PROCESS (SAHRAP)

Ref: (a) ASN(RDA) memo of 12 Nov 04

1.   Reference (a) requires organizations at any level of the
Navy to receive prior written approval from the Program
Executive Office for Information Technology (PEO-IT) before
purchasing, renting, or leasing new or upgraded servers or
application hosting services for CONUS ashore use. This memo
outlines the Server/Application Hosting Review and Approval
Process (SAHRAP) developed to meet this requirement.

2.   This review-and-approval process is effective for all Navy
server or application hosting services procurements that have
not been executed as of 12 December 2004.

3.   SAHRAP is a first step toward implementation of enterprise
server consolidation and application hosting. Additionally, the
process will ensure that server acquisition activities are in
compliance with:

     a. Technical requirements being developed by the Navy;

     b. Functional Area Managers' application approval status
        (DADMS);

     c. Department of Navy IT mission objectives by:

        (1) Supporting the Navy Server Consolidation Application
            Hosting Strategy

        (2) Providing input to the development of the business
            case for Server Consolidation and other IT
            activities; and

     d. Appropriate acquisition processes.

4.   The information gathered from this process will assist the
Navy in development of a comprehensive business IT Asset
Management process that provides for improved use of IT Assets
over their life cycle.

5.   SAHRAP requests are to be submitted online via the
Internet.

    a. The originator of server or application hosting requests
is the Echelon II CIO or equivalent, or Program Managers who are
not directly supported by an Echelon II CIO.

    b. The SAHRAP request form and instructions can be found on
the PEO-IT homepage, www.peo-it.navy.mil, by clicking on the *IT Asset
Management* tab on the left-hand menu bar then the *SAHRAP* option.

    c. All completed requests will be assigned a tracking number
so that requestors can find the status of requests via an online
lookup screen also found on the PEO-IT Web site.

6.   The following Service Levels are defined to ensure timely
reviews and turnaround of SAHRAP requests:

Requests for:	
1 to 5 Servers	10 Business Days
6 to 15 Servers	15 Business Days
15+ Servers	20 Business Days
Appeals:	20 Business Days

7.   PEO-IT will use the following criteria to review SAHRAP
requests for server purchases or leases, or for application
hosting services:

    a. Conformance to technical and strategic guidelines

    b. Conformance to functional application requirements

    c. Favorable impact on the Navy Enterprise Server
Consolidation.

PEO-IT will further refine these criteria as experience with the
SAHRAP review and approval process increases and new

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information, such as the Department's IT Asset discovery effort,
further enhances our ability to manage our IT assets.

8.   We encourage feedback from users and CIO's to help us
improve this process and/or the website. There is a "Suggestion
Box" link at the PEO-IT web site where users can provide
feedback or ask questions. My Project Director for this
initiative is Mr. Ronald Swecker, who can be contacted at (703)
602-3578 or ron.swecker@navy.mil.

                                        STEVEN M. EHRLER

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